



Job Posting

Position Title:

Accounting Manager

Reports To:

Fiscal Director

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

Serves as the Department of Education's accounting manager for payroll accounting and general ledger maintenance. Oversees compliance and reporting for federal time and effort requirements. Prepare relevant reporting and ensure all payroll information is maintained in accordance with statutory requirements. Manages and resolves issues related to payroll accounting. Supports all internal and external audits related to payroll. Manages the performance management and development of payroll accounting staff. Serves as lead for general ledger maintenance, ensuring all components of agency general ledger are maintained in accordance with finance and administration standards. Identifies and reengineers weaknesses in processes, including problem solving.

Specific Position Responsibilities:

- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.

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- Monitors and confirms financial condition by conducting audits; providing information to internal and external auditors.
- Initiates corrective action as necessary to ensure books of record are completely and accurately reflected.
- Provides status of financial condition by collecting, interpreting, and reporting financial data at state and federal level.
- Prepares reports by collecting, analyzing, and summarizing information and trends.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; filing financial reports; advising management on needed actions.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Maintains staff by recruiting, selecting, orienting, and training employees.
- Maintains staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Protects operations by keeping financial information and plans confidential.
- Contributes to team effort by accomplishing related results as needed.

Knowledge, Skills and Abilities:

- Superior management skills; ability to coach and mentor a team with varied levels of experience



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- Exceptional oral, written, and presentation skills and the ability to effectively and concisely translate complex financial and non-financial concepts and results to individuals at all levels and backgrounds
- Effective interpersonal skills dealing with people at various levels within the organization, as well as, external stakeholders
- A comprehensive knowledge of accounting and financial reporting
- Keen analytical skills which support tactical and strategic decision-making
- Integrity, a proactive approach, excellent judgment, a results-oriented and problem-solving
Mentality to include stress tolerance
- Skill in organizing accounting operations effectively and efficiently to meet business objectives
- A commitment to the mission of the organization and dedication to fiscal operation results
- Proven leadership skills – able to influence and motivate others to achieve quality results in an effective and efficient manner

Qualifications:

- Bachelors' degree or equivalent experience
- Knowledge of accounting principles and practices including relevant experience
- Managerial/supervisory experience

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage



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- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Anna.sparks@tn.gov.

Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.